

Work Assignment SOW

Title: Climate Change Adaptation Capacity Building Through Training - Implementing the EPA Policy on Climate Change Adaptation

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 4-55

Estimated Period of Performance: Date of issuance to December 31, 2013

Estimated Level of Effort: 341.5 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

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Contract Level COR:

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Background and Purpose:

To successfully adapt to climate change, EPA will need to promote widespread adoption of innovative and strategic approaches within EPA's system of environmental protection. Under this work assignment, the contractor shall assist EPA in stimulating and promoting innovative approaches to address the challenges climate change can pose to EPA's ability to fulfill its mission. More specifically, contractor support under Elements 4 and 5 of the contract – encouraging broad-scale application of innovation and promoting systemic organizational change - will help EPA successfully build capacity to mainstream consideration of climate change impacts and to successfully create new approaches for taking adaptive actions. Contractor assistance to EPA in successfully achieving this organizational change will focus on technical support for capacity building and on training. It will also include helping EPA foster collaborative approaches across program areas, disciplines, and potentially other agencies and stakeholders - and better enabling EPA to provide leadership by example in mainstreaming innovative adaptation approaches.

The EPA Administrator's June 2011 Policy Statement on Climate Change Adaptation states that: "Scientific evidence demonstrates that the climate is changing in unprecedented ways. These changes can pose significant challenges to the EPA's ability to fulfill its mission. The EPA must therefore adapt to climate change if it is to continue fulfilling its statutory, regulatory and

programmatic requirements, chief among these protection of human health and the environment. Adaptation will require that the EPA anticipate and plan for future changes in climate and incorporate considerations of climate change into many of its programs, policies, rules and operations to ensure they are effective under future climatic conditions. Through climate-adaptation planning, the EPA will also contribute to the federal government's leadership role in promoting sustainability and in pursuing the vision of a resilient, healthy and prosperous nation in the face of a changing climate.”

In the Policy Statement on Climate Change Adaptation, the EPA Administrator directed that EPA develop and implement a climate-change adaptation plan to integrate climate adaptation into the agency's programs, policies, rules and operations. In addition, the Administrator directed that every national-program office and every regional office develop an implementation plan providing more detail on how it will carry out the work called for in the agency-wide plan. The Policy Statement highlighted the climate change adaptation strategic measures in EPA's Strategic Plan and identified a number of issues to include in the Agency plan. The Administrator stated that EPA shall coordinate with other agencies and interagency efforts on climate-change adaptation issues that cut across agency jurisdictions, including areas where national adaptation plans are being or have been developed.

The Cross-EPA Work Group on Climate-Change Adaptation, established by the Deputy Administrator in January 2011 is responsible for developing and overseeing the implementation of the EPA Climate Change Adaptation Plan. The Work Group has completed the drafting of the Plan, the draft has been reviewed by EPA management and Tribal Consultation, and it is now at the Council of Environmental Quality and OMB for review.

The Workgroup identified priority activities for EPA for climate change adaptation. One of these priorities is to “strengthen adaptive capacity of EPA staff and partners through training”. Specifically, the working group has concluded that: “An organization with adaptive capacity has the ability to craft and adopt new means to achieve its goals as circumstances change. EPA needs its personnel and partners in states, tribes, and local communities to have adaptive capacity if it is to achieve its mission in the midst of climate change. EPA will build adaptive capacity through ongoing education and training. Equipped with an understanding of expected climate-related changes and adaptation approaches, and provided with and trained on how to use new decision-support tools, EPA and its partners will be able to incorporate climate change adaptation into their plans and decisions. EPA's training, education and outreach programs that are focused on climate adaptation will evolve over time. As an initial step, EPA will design and implement a training program for its staff and its partners focused on topics relevant to EPA's mission. One goal is to increase awareness about the importance of climate change adaptation, and to encourage all EPA staff and partners to consider the changing climate in the normal course of business. A second goal of EPA's training will be to expose its staff and partners to specific approaches and tools for integrating climate adaptation into decision-making processes.”

The purpose of this work assignment is to acquire contractor support to the Agency in crafting and adopting new means and innovative approaches to meet the directives of the USEPA Policy Statement on Climate Change Adaptation. The work assignment will focus primarily on the Agency's decision to prioritize capacity building through training. This priority is or will be

included in the agency adaptation plan, Regional and National Program Implementation plans that are under development, interagency collaboration processes, and various other implementation processes that are critical to EPA's systemic organization change and innovation that is necessary for mainstreaming climate change adaptation systems across environmental programs at EPA. The contractor support falls broadly under Elements 4 and 5 of the contract, which are encouraging broad-scale application of innovation and promoting systemic organizational change.

Quality Assurance (QA) Requirements

Check [] Yes or [X] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

The Contractor shall not duplicate work under any previous work assignment.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within __ calendar days of receipt of comments from the Contracting Officer, if required.**

(Incomplete) Task 2 - Climate Change Adaptation on-line Training Module (s)

[Section 5, last paragraphs on page13 and first two paragraphs on page 14]

The contractor shall provide assistance to EPA in the development of on-line training module(s) on climate change adaptation. EPA will provide the contractor with a draft training design that includes training objectives, outline, and key content. The contractor shall format the material in web-based training software to be designated by the COR. The contractor shall conduct research on key topic areas identified by the COR that need additional content and explanation. As directed by the COR, the contractor shall develop a script for the voice over of the web based training. The contractor, as directed by the COR, shall insert graphics and videos into the training. The training module will be concise and able to be completed in one sitting by participants. Interactive components include questions and answers that engage participants. The training module will be designed to account for the number of staff that have taken training and will include pre-training and post training assessment that are integrated into the course to evaluate the course, unless otherwise directed by the COR. The module will be 508 compliant and meet EPA on-line material standards. As directed, the contractor shall support the COR in testing the training module among a sample of the target EPA audience, gathering feedback on the training module from this group, and revising training module based on that input.

Deliverables and schedule under Task 2

2a. The first web based training module on climate change adaptation has the following goals: a) increase awareness throughout EPA about the importance of climate change adaptation, b) encourage all EPA staff to consider the changing climate in the normal course of business, c) expose staff to specific approaches and tools for integrating climate adaptation into decision-making processes, d) expose staff to case studies or examples to illustrate innovative approaches to climate change adaptation.

The COR will provide contractor with training objectives, outline, and key content of the first web based training webinar. Once the COR has provided this information, the contractor shall provide EPA with a draft module within 20 days. The contractor shall meet by phone with EPA during this time, twice per week, unless otherwise directed by the contractor. When the COR provides comments and additional content to the contractor, the contractor shall provide revisions within 2 weeks, unless otherwise directed by the COR. In the revision phase, the contractor shall travel to EPA for 1-2 days to discuss and address COR comments, unless otherwise directed by the COR.

2b. Two to three additional web-based training modules identified by the Cross-EPA Work Group on Climate Change Adaptation or interagency processes may also be developed as directed by the COR and following the process described above. Additional web-based training modules will be initiated through technical directive from the COR.

(Incomplete) Task 3 Research and technical support for capacity building materials and activities that support systematic organizational change that results in

mainstreaming of innovative climate change adaptation approaches.

[Section 5, last paragraphs on page 13 and first two paragraphs on page 14]

Pursuant to the EPA Policy Statement on Climate Change Adaptation, EPA program offices and Regional offices are developing climate change adaptation implementation plans to implement the EPA-wide climate change adaptation plan. The process of implementation plan development began at the end of FY 12 and will continue through capacity building priorities for EPA. In addition, while the on-line web based training module(s) above serve as part of the foundation for building awareness and knowledge and skills for climate change adaptation at EPA, stand-alone training modules and other capacity building activities require additional support for ongoing capacity building. In this task, the contractor shall provide technical support to EPA to further build capacity for climate change adaptation within EPA, and as appropriate with key partners such as other federal agencies. Specific activities support that capacity building for innovative adaptation approaches may include but are not limited to: a) development of additional content for on-line and face-to-face training modules (such as case studies, examples, slides, agendas, etc); 2) materials to support train-the-trainer sessions; 3) development of face-to-faced workshops and interactive training exercises, for example for modelers or staff that focus on implementation of permits and other regulatory requirements; 4) development of web pages that complement the on-line training or other training; 5) facilitation of workshops; 6) research on existing capacity building and training resource from other sources and support in adapting those to EPA needs.

Deliverables and schedule under Task 3

3a. The contractor shall provide COR with outline or draft product as outlined above within 7 days of technical directive, unless otherwise indicated by the COR.

3b. The contractor shall provide technical support in the development and execution of a workshop for environmental modelers and climate change adaptation. The contractor shall provide EPA with a draft workshop agenda within seven days of receiving workshop audience, goals, objectives, and key content from COR. The COR may modify the target audience via technical directive. The contractor shall meet with the COR via telephone to clarify and revise workshop agenda and shall provide revised agendas to the COR within 5 days of receiving comments. The contractor shall provide technical assistance and facilitation assistance at the workshop, as directed by the COR. If the workshop is a one-time face-to-face workshop, the contractor shall travel to the workshop to provide technical and facilitation assistance as directed by the COR. If the workshop is a distance workshop and/or is held over multiple weeks, the contractor shall participate via conference line, unless otherwise directed by the COR.

Summary of Deliverables and Dates:

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.

2a. Draft on-line climate change adaptation training module within 20 days of objectives, outline, and key content being delivered by COR. Revisions within 14 days of comments from COR.

2b. Additional on-line modules per directive of COR with time frames for products from contractor the same as 2a. Target completion date(s) to be provided in the technical directive.

3a. The contractor shall provide COR with outline or draft product within 7 days of technical directive, unless otherwise indicated by the COR.

3b. The contractor shall provide technical support in the development and execution of a workshop for environmental modelers and climate change adaptation. The draft agenda shall be provided to the COR within 7 days of receiving technical information from the COR.